

## IRELAND'S LEADING PARENTAL PAYMENT SYSTEM



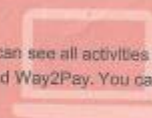
Dear Parents

Our aim is to become a cashless school over time and to this end we are introducing Way2Pay, Ireland's fastest growing Parental Payment System. While Way2Pay is designed to help schools manage, receipt, track and audit school money, it also provides a comprehensive and wonderful flexible system for parents. Parents can enjoy the ease of paying by text, and/or an online dashboard with lots of information, receipt, history etc. In fact parents have three payment options.

### PAY ONLINE ON [WWW.WAY2PAY.ORG](http://WWW.WAY2PAY.ORG)

Login and view all activities and bills from your child's school. In fact with the Way2Pay dashboard you can see all activities for all your children's schools, payment history, upcoming bills, last three payments, quickly contact school and Way2Pay. You can store your card details, pay by instalments, upload credit and make financial plans.

See your Way2Pay family dashboard: click [www.way2pay.org](http://www.way2pay.org) for your username AND password enter your mobile phone number in 35387xxxxxx format. You will be asked to set your own password at this point. Note: Click on Plus icon (+) to add payment amount.



### PAY BY TEXT MESSAGE

Your school will send you payment requests by SMS. You simply click on the link on the SMS to pay in three easy clicks.

Note: Click on Plus icon (+) to add payment amount. Paying by text: you will be asked a security question before seeing your bills.



### IF YOU FORGET YOUR PASSWORD

Simply go to [Way2Pay.org](http://Way2Pay.org), enter your phone number and click to receive a text message with a new link. This enables you to pay any outstanding bills.

Note: Click on Plus icon (+) to add payment amount. Paying by text: you will be asked a security question before seeing your bills.



Way2Pay offers support directly to parents so if you are having any difficulty using any of the options above please get in touch directly with their help desk on **01-8041269** during office hours or email [support@way2pay.ie](mailto:support@way2pay.ie). We thank you for using Way2Pay and help our school in our aim to go cashless.

Thank you,  
Principal



## Way2pay Parents Dashboard

### Introduction

Way2Pay has been designed to help parents manage school payments from a planning and paying perspective. We offer ultimate convenience, enabling secure on-phone payments without passwords.

- **Paying:** most bills are paid without parents logging in. This is wonderfully convenient as you do NOT have to remember a password to access Way2Pay. You will receive an SMS/Text Message from the school requesting payment for various bills and activities. Each SMS has a unique code linking that request to your child.

What to expect: 'Please pay for your child's (Ryan Boyd) school activity (Trip to Aran) by clicking on the following link'. You simply click on the link you are taken to your own dashboard listing any outstanding bills for Ryan.

- **Planning** as you can access the system at all times you can pay for school fees, trips and activities in installments over time. Many schools will send out payment requests early so that parents have a good chance to budget.

### How To for Parents

In this section we will show parents how to best login and best use Way2Pay. We will take you through paying without logging to using all the functions on your dashboard. The functions included are

- How to Pay a School Bill on my Phone, 'Pay by Text'
- How to Login to Way2Pay for the first time
- What can I do if I have forgotten my username and/or password?
  - Send me a link to pay
  - Send me a link to reset my password
- How to Pay on any Device
- How to View Payment History
- How to Print Payment Receipts
- How to Contact Way2Pay Support
- View Way2Pay Support Videos

### How to Pay a School Bill on my Phone, 'Pay by Text'

Step 1: You will receive an SMS from your school, click on the link and follow the instructions.

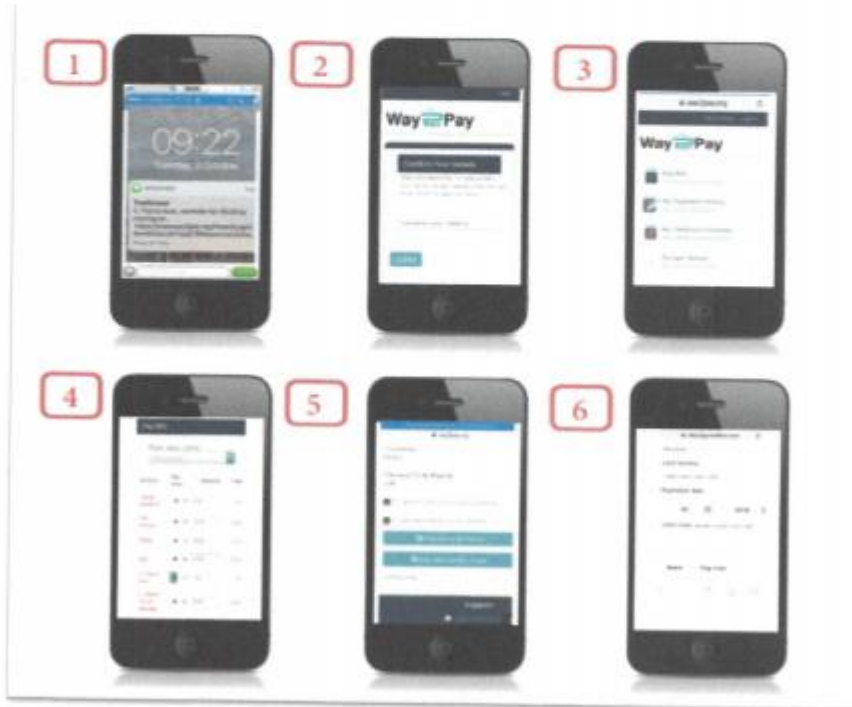
Step 2: Answer the security question and click submit. Example of question; enter last 3 digits of your phone number.

Step 3: Select pay bills from the menu

Step 4: Press the PLUS sign beside the bills you wish to pay, agree T&C and click pay now.

Step 5: Click 'Pay Now' to enter secure payments page.

Step 6: Complete the payment for your child's event.



## How to Login to Way2Pay for the first time

Step 1. Go to [www.way2pay.org](http://www.way2pay.org) and select the "Login".

Step 2. Your mobile number Enter for both "username/ password" options, click "Login". Ensure the number entered is the number your school has on record and it is in 35387xxxxxxx format.

Step 3. When logging in for the first time, the website will redirect to a "password reset page", this will allow you to enter a new password of your choosing.

Step 4. Enter your mobile number in the "confirm username" box then enter a new password.

Step 5. When new password is selected, click on "change password".

Step 6. When your password has been reset your parent dashboard will open.

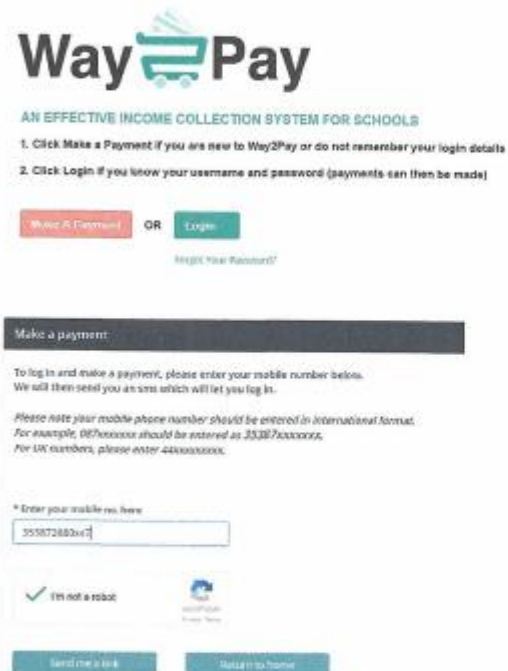


## What can I do if I have forgotten my username and/or password

### Send me a link to pay

Step 1. Go to [www.way2pay.org](http://www.way2pay.org) and select the "make a payment".

Step 2. Your mobile number and click 'send me a link'



The screenshot shows the Way2Pay website interface. At the top, the logo "Way2Pay" is displayed with a shopping cart icon. Below the logo, the text reads "AN EFFECTIVE INCOME COLLECTION SYSTEM FOR SCHOOLS". There are two main options: "Make A Payment" (highlighted in red) and "Login" (highlighted in green), separated by "OR". A link "Forgot Your Password?" is also visible. Below this, a dark grey box contains the heading "Make a payment:". The text below explains that to log in and make a payment, the user's mobile number must be entered. It provides instructions on the format: "Please note your mobile phone number should be entered in international format. For example, 08700000000 should be entered as 353872000000. For UK numbers, please enter 440000000000." A text input field is shown with the number "353872000000" entered. Below the input field is a "I'm not a robot" checkbox with a checkmark and a reCAPTCHA logo. At the bottom, there are two buttons: "Send me a link" (highlighted in green) and "Return to Home" (highlighted in blue).

### Send me a link to Reset My Password

Step 1. Go to [www.way2pay.org](http://www.way2pay.org) and select the "Forgotten Password".

Step 2. Your mobile number and click 'Send Reset Link'

## Send me a link to Reset My Password

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Step 2. Your mobile number and click 'Send Reset Link'



AN EFFECTIVE INCOME COLLECTION SYSTEM FOR SCHOOLS

1. Click **Make a Payment** if you are new to Way2Pay or do not remember your login details
2. Click **Login** if you know your username and password (payments can then be made)

**Make a Payment** OR **Login**

[Forgot Your Password?](#)

Way2Pay > Home

User Name: your email address or mobile phone number (in most cases).  
Please note: the mobile phone number must be entered in standard international format  
e.g. 353xxxxxxxx or 44xxxxxxxx etc. (Please drop all leading zeros). Thank you.

User Name:

If you forgot your password a message with a password reset link will be sent to your registered email address and mobile telephone number. Click on the link and you will be taken to a page where you can then create a new password.

**Send Reset Link**

Enter mobile number and click  
'Send Reset Link'



## Pay on any device

(Devices my Phone/PC/ Laptop /iPad/ Tablet etc.)

Step 1: Go to <https://www.way2pay.org> can click login, enter your username (mobile phone number in 35387xxx format) and password. From your dashboard you can do manage all your school payments pay bills, view history and print receipts.

Step 2. Select "Pay Bills" option on the left hand side of the screen.

Step 3. On the "Pay Bills" screen all active bills will be listed under "Activity". In the example below I want to pay "Trip to Aran" for my Ryan.

Step 5. Click on the "Pay Now" option by clicking the plus sign. You can edit the payment amount before clicking, in the example I only want to pay €1 off a €5 bill.

Step 6. Go to the bottom of the screen, tick to agree to the T&C and give permission for participation in the event and click 'Pay Now by Card Online'

Step 7. When payment has gone through successfully, you will be redirected to your dash board.

Step 8. "Item added successfully" message will appear on the top of your dash board, along with an update in your "recent payments" box.

Step 9. For further information on your payment, select "My Payment History" on the left hand side of the screen.



Childs Name	Activity	Original Amount	Pay Now?	Balance	Total
Colum Gleeson	Trip to Wexford	10.00	+ -	5.00	5.00
Colum Gleeson	Test Activity	10.00	+ -	10.00	10.00
Colum Gleeson	TTRIP	10.00	+ -	10.00	10.00
Colum Gleeson	gala	10.00	+ -	10.00	10.00
Ryan		10.00	+ -	1.00	1.00

Click the + button to indicate the activity you are paying

\* Currency: Euro €

\* Amount To Be Paid (€): 1.00

\* I agree to the [Terms and Conditions](#)

\* I give permission for this activity

[Pay By Card Online](#) ← **Click Pay by Card Online option to also use pre-paid Credit**

[Pay With Credit Card](#) **Pay with credit card online**

[\* Required]

### Order Confirmation

**Transaction State** APPROVED

**Order Id** 2017:10:03-10:10:20-219

**Time** 03/10/17 12:11:19

**Ref. No.** 601704

**Approval Code** Y:601704:4514143777:PPXP:1479

**Total** 1.00

**Currency** EUR

Please retain this copy for statement verification.

[Return to Shop](#)



**Your Payment completed successfully!**

Thank you for your payment of 1.00

[Click here to return Home](#)

**Pay Bills**  
view or pay outstanding bills

**My Payment History**  
view historical payments

**My Children's Activities**  
your children's current activities

**Contact School**  
send the school an email

**View My Courses**  
My Courses

#### Your Details

**Name:** Denise Boyd

**Address:** digital depot roe lane dublin8

**Telephone:** 353872680667

**Email:** denise@lway2pay.ie

#### Recent Payments

Activity Name	Amount Paid	Balance	Date
0. Trip to Aran	€1.00	€4.00	03/10/2017
Basketball Under 14	€20.00	€30.00	26/09/2017



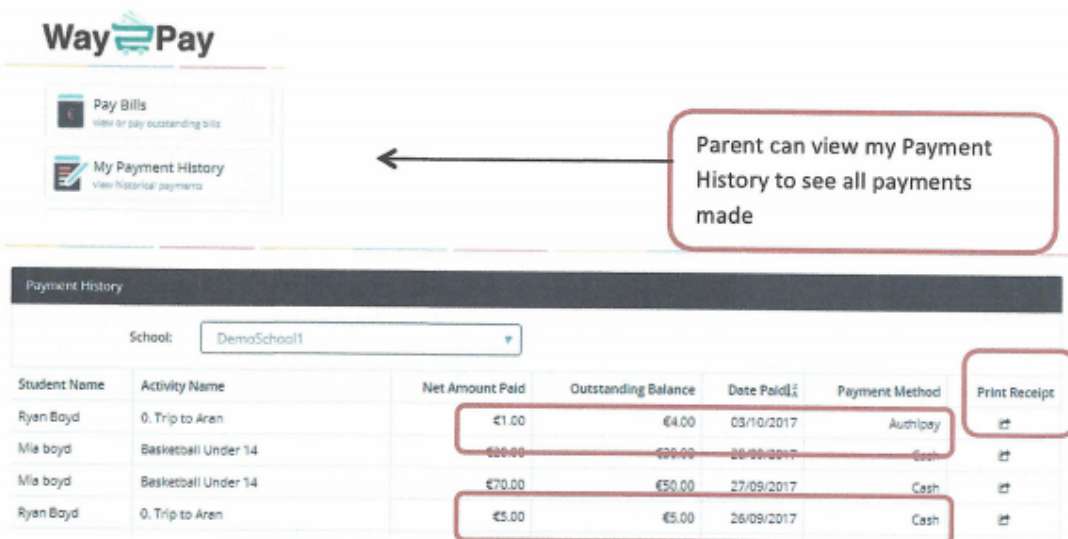
## View my Payment History

Step 1: Go to <https://www.way2pay.org> click login, enter your username and password and click login once more.

Step 2. Your Way2Pay parents' dashboard will be displayed, where you can manage all functions relating to your Childs payments including pay bills, view history and print receipts.

Step 3. Select "My Payment History" option on the left hand side of the screen.

You will see the payments methods and the balance outstanding for each bill, in the example below the Trip to Aran includes a cash payment of €5 and card payment of €1, the balance remaining is €4



**Way2Pay**

Pay Bills  
View or pay outstanding bills

My Payment History  
View historical payments

Parent can view my Payment History to see all payments made

Payment History

School: DemoSchool1

Student Name	Activity Name	Net Amount Paid	Outstanding Balance	Date Paid	Payment Method	Print Receipt
Ryan Boyd	0. Trip to Aran	€1.00	€4.00	09/10/2017	Authipay	🖨️
Mia boyd	Basketball Under 14	€20.00	€20.00	26/09/2017	Cash	🖨️
Mia boyd	Basketball Under 14	€70.00	€50.00	27/09/2017	Cash	🖨️
Ryan Boyd	0. Trip to Aran	€5.00	€5.00	26/09/2017	Cash	🖨️

## Print my Payment Receipts

Follow the steps 1-3 above to display a list of payments made. Click on the Print Receipt Icon.

## Contact Way2Pay Support

The support line number appears on the bottom of the Way2Pay website. Our support lines are open between 9am and 5pm Monday-Friday. Email support is available at [support@way2pay.ie](mailto:support@way2pay.ie) all calls are logged and ticketed. A copy of Way2Pay's Terms and Conditions are available on our Website.

## Support Videos for Parents

Way2Pay are currently preparing a host of support videos for presentation in your dashboard. These videos are constantly being updated. Check in soon to view and comment.

Thank you from the Way2Pay Support Team